



JAMES A. NOYES, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE  
REFER TO FILE:

**A-0**

April 25, 2002

TO: Each Supervisor

FROM: James A. Noyes  
Director of Public Works

### **COMPLIANCE WITH THE BROWN ACT BOARD MOTION OF APRIL 2, 2002, SYNOPSIS 66**

In response to the Board's request, following are Public Works procedures to ensure adherence to the posting requirements of the Board Motion of April 2, 2002, Synopsis 66.

1. Designated Public Works Deputy Director Secretaries, immediately after processing memos and letters to the Board of Supervisors, will post those documents to Public Works' website. These documents will remain on the website until two weeks after final Board action.
2. Hard copies of all documents posted to our website will be available to the media and the general public in Public Works' library located on the first floor of the headquarters building. A statement to that effect will also be on the website.

This procedure was implemented on April 24, 2002.

CWA:pm  
D:\MyFiles\BrownAct\Memo

cc: Chief Administrative Office  
Executive Office